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MEMORANDUM

DATE: October 4, 2013

TO: Hotel Association of New York City, Inc.
Labor Relations Members
General Managers, Human Resources Directors and Controllers

FROM: Kane Kessler, P.C.
Labor and Employment Law Department

RE: Human Resources Directors Training Program

Our Human Resources Director Training Program focuses on educating Human Resources Directors new to the New York City Hotel Industry and refreshing current Directors in the key areas of labor relations. This program addresses a number of important topics, including, but not limited to evaluating discharge and discipline; handling meetings with the Union; dealing with Union information requests; Union visitation; the Union initiated OSHA inspection or information request; recognizing past practice; making changes in work assignments and combination jobs and other topics.

We are scheduling another training for Monday, October 28, 2013 at 2:00 p.m. at The New Yorker Hotel in the 2nd Floor Crystal Ballroom. The New Yorker Hotel is located at 481 Eighth Avenue, New York, New York.

We look forward to seeing you on October 28th.

Thank you.

cc: Joseph E. Spinnato, Esq.
Geoffrey A. Mills, Chairman